



Massachusetts Department of Environmental Protection

Bureau of Resource Protection – Water Supply – Water Quality Assurance/Water Treatment

BRP WS 21 Approval to Conduct Pilot Study Instructions and Supporting Materials

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Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at www.mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



BRP WS 21 Approval to Conduct Pilot Study **Instructions and Supporting Materials**

1. What is the purpose of this approval?

This approval serves to protect the public health and welfare by assuring that the pilot study follows the procedures set forth in the Division of Water Supply's Guidelines and Policies for Public Water Systems and that the finished water will meet minimum drinking water standards. Guidelines and Policies for Public Water Systems are available from State House Bookstore.

This permit consists of an approval to conduct a pilot study to determine the adequacy of the treatment process to deliver water of good quality that meets the standards established by MassDEP. Legislative authority is stated in MGL Chapter 111, s. 160A and regulatory authority is stated in 310 CMR 22.04 of the Drinking Water Regulations.

2. Who must apply?

Public water suppliers or their representatives must apply if they plan to conduct water treatment pilot studies on their drinking water systems.

3. What other requirements should be considered when applying for this approval?

If the water supplier or their representative apply for this permit as part of a facility modification, it may be necessary to apply for other water treatment permits, e.g. BRP WS 22, 23, 24, or 25.

Note: Approvals of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). **MassDEP cannot begin technical review of the application until the MEPA process has been completed, unless otherwise agreed to in writing.** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office. Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** additional requirements.

4. What is the application fee?

The fee structures associated with these approvals are stated in 310 CMR 4.10(5) (bb).

BRP WS21A (less than 40,000 gallons per day (gpd))	\$320
BRP WS21B (40,000 gpd or more and less than 200,000 gpd)	\$485
BRP WS21C (200,000 gpd or more and less than 1 million gpd)	\$850
BRP WS21D (1 million gpd or greater).	\$1,135



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Permit Fact Sheet

5. What is the Primary Permit Location?

PRIMARY PERMIT LOCATION:

Department of Environmental Protection
* Regional Office

Water Supply

*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

What is the Reserve Copy Location?

RESERVE COPY LOCATION:

None Required.

6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

7. What is the annual compliance fee?

There is no annual compliance fee for this approval.

8. How long is this approval in effect?

This permit shall remain in effect for 2 years from the approved date or as otherwise determined by MassDEP, as long as the study continues to meet minimum drinking water standards and conforms to current Division of Water Supply guidelines and policies described in *Guidelines and Policies for Public Water Systems*.

9. How can I avoid the most common mistakes made in applying for this approval?

- a. Attach all material requested in the Application Completeness Checklist.
- b. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to this approval?

Where can I get copies?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



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Application Completeness Checklist

- The MassDEP Transmittal Form is completed: <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- Application Form BRP WS Application is completed.
- A cover letter is attached explaining the request.

To submit the application package:

- Checklist items have been completed.
- Send one copy of the application along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection

_____ * Regional Office

Water Supply

*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

- Send fee of:

\$320 for BRP WS21A;
\$485 for BRP WS21B;
\$850 for BRP WS21C; or,
\$1,135 for BRP WS21D

in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211